

# HR/Payroll Processing/Deadline Calendar

## November 2017

November 2017							December 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Oct 30  	31  	Nov 1 Weekly Pay Day	2 3:00pm Weekly Time Approval 5:00pm Weekly RAP Approval	3 Weekly Payroll Processed 4:00pm Weekly iJANs Due
6 5:00pm Semi Time Approval	7 Weekly Time Input Begins	8 Weekly Pay Day	9 3:00pm Weekly Time Approval 4:00pm Semi iJANs Due 5:00pm Weekly RAP Approval	10 Weekly Payroll Processed 4:00pm Weekly iJANs Due 5:00pm Semi Rap Approval
13 Semi Payroll Processed	14 Weekly Time Input Begins	15 Semi Pay Day Semi Time Input Begins Weekly Pay Day	16 3:00pm Weekly Time Approval 5:00pm Weekly RAP Approval	17 Weekly Payroll Processed 4:00pm Weekly iJANs Due
20  	21 Weekly Time Input Begins 4:00pm Weekly iJANs Due 5:00pm Semi Time Approval	22 Weekly Pay Day 3:00pm Weekly Time Approval 4:00pm Semi iJANs Due 5:00pm Weekly RAP Approval	23 HOLIDAY	24 HOLIDAY
27 Weekly Payroll Processed 5:00pm Semi Rap Approval	28 Semi Payroll Processed Weekly Time Input Begins	29 Weekly Pay Day	30 Semi Pay Day Semi Time Input Begins 3:00pm Weekly Time Approval 5:00pm Weekly RAP Approval	Dec 1